FIG. 1   100   96

FIG. 1

101 — ① 122
Name_____
Physician_____
Arrival Time_____
Address Change? ☐
Insurance Change? ☐

102 — ②
Name_____
Physician_____
Arrival Time_____
Address Change? ☐
Insurance Change? ☐

103 — ③
Name_____
Physician_____
Arrival Time_____
Address Change? ☐
Insurance Change? ☐

104 — ④
Name_____
Physician_____
Arrival Time_____
Address Change? ☐
Insurance Change? ☐

105 — ⑤
Name_____
Physician_____
Arrival Time_____
Address Change? ☐
Insurance Change? ☐

106 — ⑥
Name_____
Physician_____
Arrival Time_____
Address Change? ☐
Insurance Change? ☐

107 — ⑦
Name_____
Physician_____
Arrival Time_____
Address Change? ☐
Insurance Change? ☐

108 — ⑧
Name_____
Physician_____
Arrival Time_____
Address Change? ☐
Insurance Change? ☐

109 — ⑨
Name_____
Physician_____
Arrival Time_____
Address Change? ☐
Insurance Change? ☐

110 — ⑩
Name_____
Physician_____
Arrival Time_____
Address Change? ☐
Insurance Change? ☐

111 — ⑪
Name_____
Physician_____
Arrival Time_____
Address Change? ☐
Insurance Change? ☐

112 — ⑫
Name_____
Physician_____
Arrival Time_____
Address Change? ☐
Insurance Change? ☐

113 — ⑬
Name_____
Physician_____
Arrival Time_____
Address Change? ☐
Insurance Change? ☐

114 — ⑭
Name_____
Physician_____
Arrival Time_____
Address Change? ☐
Insurance Change? ☐

115 — ⑮
Name_____
Physician_____
Arrival Time_____
Address Change? ☐
Insurance Change? ☐

116 — ⑯
Name_____
Physician_____
Arrival Time_____
Address Change? ☐
Insurance Change? ☐

117 — ⑰
Name_____
Physician_____
Arrival Time_____
Address Change? ☐
Insurance Change? ☐

118 — ⑱
Name_____
Physician_____
Arrival Time_____
Address Change? ☐
Insurance Change? ☐

119 — ⑲
Name_____
Physician_____
Arrival Time_____
Address Change? ☐
Insurance Change? ☐

120 — ⑳
Name_____
Physician_____
Arrival Time_____
Address Change? ☐
Insurance Change? ☐

200

Log Book

Confidential Sign-In System

Practice Name: _____

_____

Date From: _____

Date To: _____

FIG. 2A

<u>Instructions for Using the Confidential Sign-In System</u>

▲ <u>**WRITE DATE**</u> in upper corner of the page being used in the "Patient Sign-In Log",

▲ Place a sheet of "Patient Sign-In Labels" on clipboard and put at front desk, or wherever a sign-in sheet has been put in the past.

▲ <u>**PEEL**</u> labels from the sheet <u>**immediately**</u> after <u>**each**</u> patient signs in, and <u>**TRANSFER**</u> to the "Patient Sign-In Log". *(Be sure to note that there are numbers on both the labels and the spaces on the log. The label numbered 1 should be placed in the space numbered 1, and so on down the page.)*

▲ MORE THAN ONE PAGE can be used for any one day. <u>**ALWAYS FILL OUT THE DATE**</u> at the top of the log sheet.

▲ If a label needs to be rewritten, write "VOID" in the log in the appropriate space, <u>**OR**</u> write "VOID" on the label and transfer to the corresponding space in the logbook.

Recommended Procedure

▲ IF labels are left on the sheet at the end of the day, IT IS IMPORTANT THAT THE SHEET OF <u>**REMAINING LABELS BE DESTROYED**</u>. Use a <u>**NEW SHEET**</u> of labels for every <u>**NEW DAY**</u>.

▲ ALWAYS USE A <u>**NEW PAGE IN THE LOG**</u> FOR A <u>**NEW DAY**</u> AND START A <u>**NEW SHEET OF LABELS**</u> FOR EACH <u>**NEW DAY**</u>. *This will allow for accurate accounting of the number of patients seen on any particular day.*

<div align="center"><u>**OR**</u></div>

Alternate Method #1

▲ Do <u>**not**</u> destroy remaining labels at <u>**END OF DAY**</u>. START NEXT DAY where you stopped the day before, <u>**staying in sequence**</u>. Make a mark in the logbook to indicate the end of one day and the start of the new day, noting the <u>**new date in the margin.**</u> (I.e. if there are only 12 patients one day, you can start the next day using label #13, in space #13, making a noticeable mark to indicate the start of the next day.)

<div align="center"><u>**OR**</u></div>

Alternate Method #2

▲ Do <u>**not**</u> destroy remaining labels at end of day. START NEXT DAY on a <u>**new page**</u> in the logbook, indicating the <u>**new date**</u> in the space provided, BUT put label in the appropriately numbered space (i.e. label #13 goes in space #13, just on a new log page).

<div align="center">F/G. 2 B</div>

326

① 324

Place Patient Name Label Here
322

306

⑥

Place Patient Name Label Here

②

Place Patient Name Label Here

307

⑦

Place Patient Name Label Here

③

Place Patient Name Label Here

308

⑧

Place Patient Name Label Here

④

Place Patient Name Label Here

309

⑨

Place Patient Name Label Here

⑤

Place Patient Name Label Here

310

⑩

Place Patient Name Label Here

328-1

326

(11)

Place Patient Name Label Here

(16)

Place Patient Name Label Here

311

316

(12)

Place Patient Name Label Here

(17)

Place Patient Name Label Here

312

317

(13)

Place Patient Name Label Here

(18)

Place Patient Name Label Here

313

318

(14)

Place Patient Name Label Here

(19)

Place Patient Name Label Here

314

319

(15)

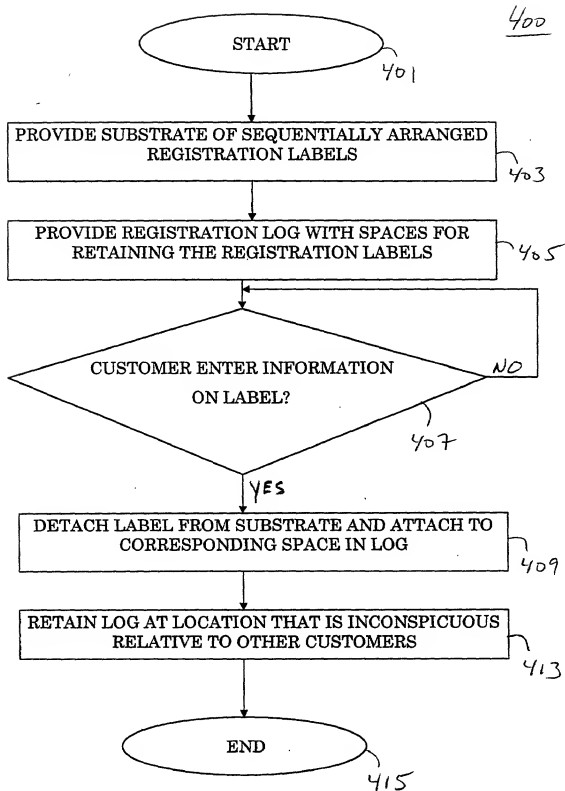Place Patient Name Label Here

(20)

Place Patient Name Label Here

315

320

400

START

401

PROVIDE SUBSTRATE OF SEQUENTIALLY ARRANGED
REGISTRATION LABELS

403

PROVIDE REGISTRATION LOG WITH SPACES FOR
RETAINING THE REGISTRATION LABELS

405

CUSTOMER ENTER INFORMATION
ON LABEL?   NO

407

YES

DETACH LABEL FROM SUBSTRATE AND ATTACH TO
CORRESPONDING SPACE IN LOG

409

RETAIN LOG AT LOCATION THAT IS INCONSPICUOUS
RELATIVE TO OTHER CUSTOMERS

413

END

415

FIG. 4